

# Position Eligibility Worksheet



**King County**

Benefits, Payroll and  
Retirement Operations

## Section 1: Position Information

Complete this section when a position is created, providing all information indicated. Send the form to Benefits, Payroll and Retirement Operations (BPROS), The Chinook Building CNK-ES-0240, 401 Fifth Avenue, Seattle, WA 98104-2333. When BPROS completes its section and returns a copy to you, print the form, ask the employee to sign Section 4, and mail the signed form to BPROS. If you have questions, call 206-684-1556.

Evaluator		Date evaluated
Position title		Position number
Department	Division	
Name of employee, if known		Date employee entered position
Is this position new or existing? <input type="checkbox"/> New <input type="checkbox"/> Existing		If existing, position formerly held by whom?

## Section 2: Evaluating if the position is retirement eligible

A PERS eligible position requires at least 5 months of 70 hours or more of compensated service a month for each of two consecutive years initially. Once a position is determined to be eligible, it will continue to be eligible if it requires at least 5 months of 70 or more hours of compensated service a month at least every other year. If multiple people share the same eligible position, all are retirement eligible.

Place a check mark in the box to verify your determination.

<b>1. Does this position ever require at least 70 hours of compensated employment a month?</b>		
<input type="checkbox"/> No	If no, not eligible	
<input type="checkbox"/> Yes	If yes, go to next question	
<b>2. Does this position require at least 5 months of 70 or more hours of compensated employment a month during a 12-month period?</b>		
<input type="checkbox"/> No	If no, not eligible	
<input type="checkbox"/> Yes	If yes, and this is an existing position, the position is eligible; report to DRS. If this is a new position, go to question 3.	
<b>3. If this is a new position, is the position expected to require at least 5 months of at least 70 hours of compensated employment a month for each of two consecutive years?</b>		
<input type="checkbox"/> No	If no, not eligible	
<input type="checkbox"/> Yes	If yes, the position is eligible; report to DRS.	
<b>4. A project position is a position established by an employer with a specific goal and with both a start and an end date. The work performed in the position is not recurring; that is, no employee in the work unit was performing this body of work before this position was created and no one will be performing this body of work after this position ends. This position is ineligible if the work duration is 16 months or less.</b>		
If the position is a project position, what is the name of the project?		
What is the project's begin date?		What is the project's end date?
Will the employee be returning to a permanent eligible position at completion of the project?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>5. Will the employee be backfilling for an employee in an existing eligible position?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, will the employee be performing all the same duties as the incumbent?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the employee be receiving the same benefits as the incumbent?		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>6. Does the employee work in more than one position for King County?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, explain:		

### Section 3: Benefits, Payroll and Retirement Operations

Position is:	<input type="checkbox"/> Eligible for state retirement system membership <input type="checkbox"/> Ineligible (explain)
Notes	
Reviewer	Date reviewed

### Section 4: Employee

I have received a copy of both pages of this worksheet and understand the state retirement system eligibility determination for my position. I also understand that I may get more information about the determination from Benefits, Payroll and Retirement Operations by calling 206-684-1556 or by e-mailing <a href="mailto:kc.benefits@kingcounty.gov">kc.benefits@kingcounty.gov</a> .	
Signature	Date signed
Printed name	
Birth date	PeopleSoft Employee ID

### Section 5: Employers should review eligibility periodically

Benefits, Payroll and Retirement Operations will use this section of the form to review eligibility determinations of less than full-time positions annually and all other positions periodically.

Date	<input type="checkbox"/> Yes	Comment
Reviewer	<input type="checkbox"/> No	
Date	<input type="checkbox"/> Yes	Comment
Reviewer	<input type="checkbox"/> No	
Date	<input type="checkbox"/> Yes	Comment
Reviewer	<input type="checkbox"/> No	
Date	<input type="checkbox"/> Yes	Comment
Reviewer	<input type="checkbox"/> No	

Employer retains this worksheet to document eligibility decisions.